

**MANSFIELD DOWNTOWN PARTNERSHIP  
FINANCE AND ADMINISTRATION COMMITTEE  
MEETING  
TOWN HALL  
CONFERENCE ROOM B**

**THURSDAY, FEBRUARY 28, 2013**

**3 PM**

**MINUTES**

Present: Chair Harry Birkenruth, Phil Barry, Tom Callahan, Matt Hart, Toni Moran, Dave Pepin, and Bill Simpson

Staff: Cynthia van Zelm

Guest: Partnership relocation consultant Phil Michalowski with Milone & MacBroom by phone

**1. Call to Order**

Chair Harry Birkenruth called the meeting to order at 3:07 pm.

**2. Relocation Claim Review**

Phil Michalowski, the Partnership's relocation consultant from Milone & MacBroom, joined the Committee by phone to discuss the relocation claims from Body Language and Skora's. He reviewed the eligible moving expenses and eligible fit-out expenses (that which are re-establishment expenses). These are the final relocation claims. The Committee discussed the claims.

Dave Pepin made a motion to approve a relocation claim for \$27,065.27 for Body Language. Phil Barry seconded the motion. The motion was approved.

Bill Simpson made a motion to approve a relocation claim for \$38,624.72 for Skora's Barber & Styling Shop. Mr. Pepin seconded the motion. The motion was approved.

The Committee discussed the fact that relocation went smoothly and that many businesses either relocated to Storrs Center or stayed in Mansfield. Ms. van Zelm said that number is close to 70 percent. It will be important to convey that to the public.

Mr. Birkenruth and the Committee thanked Mr. Michalowski for his work on relocation over these many years.

Mr. Michalowski ended the conference call.

### **3. Continued Review of Partnership DRAFT FY2013/2014 Budget**

The Committee made the following suggestions to the DRAFT FY2013/2014 budget: breakdown the items that would be funded under the Professional/Technical line; budget \$1,000 for Office Furniture; add 10 hours a week for Administrative Assistant; budget \$25,000 in contingency, partly to allow for potential merit increases for staff as determined by the Board of Directors. As proposed, the current overall budget of \$265,000 will remain unchanged from the past few years.

Mr. Hart said the Town share for the Partnership will now come from the Storrs Center Reserve which is money that has come in from Storrs Center.

### **4. Approval of Minutes from January 24, 2013**

Toni Moran made a motion to approve the minutes from January 24, 2013. Bill Simpson seconded the motion. The motion passed.

### **5. Other**

Mr. Birkenruth asked Ms. van Zelm to continue to look into quotes for revised Directors & Officers insurance coverage.

### **6. Adjourn**

Ms. Moran made a motion to adjourn. Mr. Simpson seconded the motion. The meeting adjourned at 4:35 pm.

*Minutes taken by Cynthia van Zelm*

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